

STL-ODN

St. Louis Organization Development Network

Secretary's Role Description & Responsibilities

Overview of Expectations

The STL-ODN Executive Team (ET) is responsible for providing overall leadership and strategic direction for the ongoing operation and health of the organization. The STL-ODN is run exclusively by volunteers, and ET members have a critical stewardship role. ET members are expected to act collaboratively in the achievement of the organization's goals, in alignment with the overall strategic agenda. In addition to the shared responsibility for establishing and maintaining the strategic direction of the organization, each ET role has specific responsibilities.

Role Description

This role requires good listening, organization and follow-through. The Secretary is expected to be present at each ET meeting, maintaining the official records and tracking for ET actions. This is intended to be a less participative and nonvoting role, keeping the focus on effective record-keeping.

The ET holds regular monthly meetings, and typically 2 meetings for transition and strategy planning. Assuming a match of skills and interests to our needs, preference for ET membership is given to individuals who have been active in the local OD community (members for at least 6 months, volunteers, and attendees of our events). All must be members in good standing.

Role Responsibilities

1. Attend monthly ET meetings (2 hours/month)
2. Attend monthly program (2 hours/month)

3. Take minutes during ET meetings (in electronic format), capturing discussion items, decisions, and action items. (2 hours/month)
4. Provide minutes of meeting to ET members within two (2) days after the meeting by uploading to the shared folder in Dropbox unless otherwise indicated. (1 hour/month)
5. In advance of each ET meeting, suggest (to the President) agenda items based on meeting minutes from previous meetings. (1 hour/month)
6. Be responsible for archiving minutes of meetings. Provide a full set of meeting minutes to the President for inclusion in the President's Book (to be passed along to the next President) by Aug 1 of the active term. (10 minutes/month)